

Optional Form

Example – Authorization Letter to Change Signers on FRG Checking Account.

[Unit Letterhead]

Office Symbol

[Date]

ATTENTION: Bank Name
Accounts Management
Bank Address
City, State ZIP

SUBJECT: Authorization to update signers on the checking account for the
XXXXXXXXXXXXXXXXX Family Readiness Group (FRG) Fund

Dear Accounts Manager:

This letter is to authorize the following named individual, _____, to
update the signers on the XXXXXXX FRG checking account on my behalf:

IRS Employee Identification Number (EIN): XXXX-XXXX for checking account.

Mailing Address: _____, Unit Address, City, State, ZIP

Authorized signatories:

Name / Title

FRG Treasurer
Alternate Treasurer
Alternate Signer

If you have any questions or concerns, contact my unit representative,
_____ at XXX-XXX-XXXX. Thank you for your assistance.

Sincerely,

Commander's Signature Block or their
representative